

Approved For Release 2001/08/10 : CIA-RDP55-00001A000100160053-1

*Office Memorandum* • UNITED STATES GOVERNMENT

25X1A9a

TO :

DATE: 8 Nov., 1951

FROM :

SUBJECT: Report for Week 1-8 November 1951

25X1A9a

1. [REDACTED] talked to me about exploratory steps that were being undertaken toward publishing some kind of an intelligence magazine. He suggested that I get together with [REDACTED] of ONE since the work he is doing in this field may have some interest or connection with the orientations function. This item has been mentioned to Colonel Baird.

25X1A9a

25X1A9a

2. Spent considerable time with Mr. [REDACTED] regarding the revamping of the Orientations Room. He is now in the process of receiving estimates on the work to be done. We are hopeful that the major portion of the alterations will be completed before the first Indoctrination Course but we have serious doubts that this will be accomplished.

25X1A9a

25X1A9a

3. With the arrival of Miss [REDACTED] the TO for the Orientations Office is now complete. The two girls of the Orientations Office, Mrs. [REDACTED] will continue to type, between assignments, the presentations made at past orientation courses. These will be used as stimuli for the production of orientations brochures or pamphlets.

4. The Inspection and Security Office agreed to change the terminology of their presentation to newcoming employees from "indoctrination" to "briefing." This change has been incorporated in a proposed modification of the regulation and has already been concurred in by General Davison, Director of Personnel, Colonel Edwards, CIA Security Officer, and forwarded by Colonel Baird to the Management Office. Colonel Baird asked that the new regulation be effective prior to November 26th when we hope to present our first Indoctrination Course.

25X1A9a

5. Mr. [REDACTED] is being schooled to be ready to cover the subject "The Language of Intelligence" on the morning of the 26th.

6. Arrangements for assumption of responsibility by the I & S Office to notify people to attend the Indoctrination Course have already been completed.

7. The notification has been sent to the Deputy Directors and Assistant Directors informing them of the V.I.P. type of Orientation Course available upon specific request.

Approved For Release 2001/08/10 : CIA-RDP55-00001A000100160053-1

CIA ORIENTATIONS OFFICER

52-AD CHANGE  
32936  
NOV 11 1951  
REV CLASS 4  
NO. PGS 7  
NEXT REVISION  
IN CLASS  
FOR NO

25X1A9a